

INFORMATION PAPER

ATSG-AGP
30 March 2006

SUBJECT: Process Soldiers evaluations (NCOER/OER) and Digital Sender

1. Purpose. To provide information on Soldiers evaluations, Digital Sender Processing and Forms Content Management Program (FCMP).

2. Facts.

a. Soldiers will be able to accurately define the basic concepts of the NCOER/OER system.

b. What will you learn from this class:

1. Verify information on the report is accurate IAW regulatory guidance.

2. Final procedures for forwarding both NCOER and OER.

3. On-line tracking tools that assist in accountability of when a report is due, overdue, has errors or gaps.

c. Target Audience – **BDE** - 42A, 420A, 42A5O, 42As (skill level 1O thru 3O),
BN – 1 NCO Supervisor, 1 Clerk

d. Prerequisite – None.

A certificate of certification will be issued to all soldiers who meet course requirements and prerequisites.

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